

BYLAWS

Ironwood Ridge Neighborhood Association

ARTICLE I. PURPOSE

The purpose of the Association is to foster community spirit among residents, enhance the safety of residents, increase property values, and help beautify the neighborhood.

ARTICLE II. MEMBERSHIP

- A. All neighborhood residents and all neighborhood homeowners are eligible to be members of the Association.
- B. All members aged eighteen or older may vote.

ARTICLE III. OFFICERS

- A. The elected officers of the Association shall be a Presiding Chair, a Vice Chair, a Secretary, and a Treasurer.
- B. Up to seven Area Representatives shall be appointed by the elected officers, each to be responsible for a contiguous section of households in the neighborhood.
- C. The elected officers and the Area Representatives shall constitute the Board of Directors, which shall govern the Association in accordance with the wishes of the members.
- D. The elected officers shall hold office for a one-year term beginning at the close of the Annual Meeting at which they are elected or until their successors assume the office.
- E. The Presiding Chair shall preside at Association and Board meetings, act for and on behalf of the members, appoint committee chairs, and act as the official spokesperson for the Association.
- F. The Vice Chair shall be responsible for publicity for Association events and giving notice of meetings, shall serve as Presiding Chair in that officer's absence, and shall assume the duties of the office of Presiding Chair if that office becomes vacant.
- G. The Secretary shall take and transcribe the minutes of Association and Board meetings, keep a permanent record of all formal meetings, maintain all legal documents and transactions of the Association; and send a copy of minutes to the Department of Neighborhood Resources of the City of Tucson.

- H. The Treasurer shall keep and maintain all financial records of the Association, submit an up-to-date financial report at each Association meeting, and maintain membership records.
- I. Area Representatives shall communicate with each household in their assigned area, shall designate a volunteer safe house in the assigned area, and shall perform other duties assigned by the Board of Directors.
- J. Any officer may be removed from office by a two-thirds majority vote of the members present at a Special Meeting of which ten working days' written notice has been given to the members through the Department of Neighborhood Resources of the City of Tucson.

ARTICLE IV. COMMITTEES

- A. The Presiding Chair shall appoint the chairs of committees to implement the purposes of the Association.
- B. The Presiding Chair shall be an ex officio member of all committees.

ARTICLE V. MEETINGS

- A. An Annual Meeting shall be held during the month of March at a time and place to be set by the Presiding Chair.
- B. General Meetings shall be held approximately every other month at a time and place to be set by the Presiding Chair.
- C. A Special Meeting may be called by the written petition representing ten percent of the neighborhood households with at least five days' notice. Only the express reasons given for calling the meeting may be addressed at a Special Meeting.
- D. At least ten days' written notice shall be given of any Association meeting.
- E. At least one member from a total of ten neighborhood households shall constitute a quorum..

ARTICLE VI. ELECTION OF OFFICERS

- A. The Presiding Chair may appoint a Nominating Committee to present a slate of officers to the members at the Annual Meeting. Nominations for officers may always be made from the floor at the Annual Meeting.
- B. Officers shall be elected by a majority vote of the members present at the Annual Meeting.

- C. Outgoing officers shall turn over to their successors any documents, records, or other Association materials within ten days after their successors take office.
- D. If the office of Presiding Chair becomes vacant, the Vice Chair shall assume the office. If any other office becomes vacant, the Board of Directors shall appoint a member to fill the office until the next Annual Meeting. The appointment shall become effective if ratified by a majority of the members at the next General Meeting.

ARTICLE VII. FISCAL RESPONSIBILITY

- A. The Association shall be supported by donations from members, by Association fund-raising events, by grant monies obtained from governmental or nonprofit agencies, and by other methods approved by the Association.
- B. Association funds may not be expended without the prior approval of at least the Presiding Chair or the Vice Chair and the Treasurer. All expenditures shall be supported by a written receipt.
- C. A committee of at least two members shall audit the financial records of Association at least once a year and any time a new Treasurer takes office.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

- A. The current edition of *Robert's Rules of Order* shall govern the Association for all matters of procedure not specifically addressed by these Bylaws.

ARTICLE IX. AMENDMENTS

- A. Any member may submit a written proposed amendment to the Bylaws to the Board of Directors, which shall present the proposed amendment to the members at least ten days before an Association meeting at which a vote will be taken on the proposal.
- B. The Bylaws may be amended by a majority vote of those present at the meeting.

DATE ADOPTED:
February 21, 2004

Betty Meslin 2-21-04
Betty Meslin, Presiding Chair

Diane J. Castro 2-21-04
Diane Castro, Vice Chair

